

## CW SRF PRE-BID ADMINISTRATIVE CHECKLIST

Project: \_\_\_\_\_ C-544 \_\_\_\_\_

Initial Review Date: \_\_\_\_\_ Final review Date: \_\_\_\_\_

**TECHNICAL:**

- 1, Facilities plan approval date: \_\_\_\_\_
2. Plans & Specs approval date: \_\_\_\_\_  
Construction start is within 1 year of approval? Yes \_\_\_\_ No \_\_\_\_
3. Permit applications:
 

NPDES	submitted _____	or approved _____
DOH	submitted _____	or approved _____
RR	submitted _____	or approved _____
Other _____	submitted _____	or approved _____

Comments: \_\_\_\_\_

\_\_\_\_\_  
Reviewer/Eng\_\_\_\_\_  
Date**ADMINISTRATIVE:**

- 1 Project is on current priority list FFY \_\_\_\_\_
2. IJDC has issued their recommendations: \_\_\_\_\_ Date: \_\_\_\_\_  
All other funding has been committed (Y / N)  
Comments: \_\_\_\_\_
3. Loan recipient is registered vendor of the State (FIMS) \_\_\_\_\_ Y / N  
Vendor # \_\_\_\_\_
4. Authorized representative resolution received \_\_\_\_\_
5. Proposed engineer agreement and procurement documentation submitted. \_\_\_\_\_  
Comments: \_\_\_\_\_  
Approval date: \_\_\_\_\_
6. Project coordinator's agreement and procurement documentation submitted: \_\_\_\_\_  
Comments: \_\_\_\_\_  
Approval date: \_\_\_\_\_

7. Legal agreement provided and reviewed \_\_\_\_\_  
PSC atty: \_\_\_\_\_ ROWs atty: \_\_\_\_\_ General: \_\_\_\_\_  
Approval date: \_\_\_\_\_

8. Is an intermunicipal agreement necessary? (yes / no) (5.1.c)  
Submitted to PSC for approval \_\_\_\_\_  
Submitted to DEP \_\_\_\_\_

9. Evidence of sewer use ordinance adoption (5.1.e) \_\_\_\_\_  
Previously approved in SRF program? (yes/no) \_\_\_\_\_

10 PSC Certificate of Convenience and Necessity (5.1.d)  
STATUS: Filed or final? (circle one) Date: \_\_\_\_\_  
Comments: \_\_\_\_\_  
Copy of the Rule 42 submitted to DEP \_\_\_\_\_

11. Draft budget showing funding sources by line item \_\_\_\_\_

12. Preliminary title opinion (80% of total required obtained)? \_\_\_\_\_

13. Existing debt? \_\_\_\_\_ yes \_\_\_\_\_ no  
Bond Counsel: \_\_\_\_\_  
Proposal and cost received \_\_\_\_\_

14. In compliance with prior loan requirements?  
a. latest MBC report \_\_\_\_\_  
b. financial reports submitted \_\_\_\_\_

15. Preliminary accountant's certificate received \_\_\_\_\_  
Proposal and cost received \_\_\_\_\_

16. Is the applicant ready to receive the pre-bid letter? \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Reviewer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

INSTRUCTIONS FOR  
FORM 46-9  
PRE-BID ADMINISTRATIVE CHECKLIST

On SRF projects, when the management section is assisting and assessing the loan recipient, the attached checklist is to be utilized to assure that the entity has complied with the required submissions.

The initial assessment of the project's ability to go to construction will begin around 75% completion of plans and specs. It may or may not end with plans and specs approval but will take more than a day to confirm that all pre-bid items have been addressed.

Upon completion and supervisors' review of this checklist, a letter issuing authorization to advertise may be sent.

Any project problems should be noted on this form as well as verbal communication.